



Communications Operator

Deadline: May 27, 2016

Jefferson County is currently accepting applications to establish a one-year eligibility list for Communication Operators

Primary responsibilities include receiving emergency and non-emergency calls, prioritizing situations, advising callers, and dispatch assistance, as necessary.

Starting Wage: \$17.36/hour

Minimum Requirements: High school diploma with 2 to 3 years' customer service experience, and proficiency in data entry, or any equivalent combination of education and experience, is required. Ability to remain calm and make quick decisions in crisis situations, as well as, work under high levels of stress for long periods of time, is required.

A written test is required; testing will be held June 15, 2016 at 6:00pm at the Courthouse in Room 205

Upon employment, required to complete Time System Operator Training Part I and II, certified in CPR/AED at "Heartsaver" level within 6 months, and completion of the current required FEMA Courses

Application deadline is May 27, 2016. Application and position details are available at www.jeffersoncountywi.gov or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

EOE